## **Checklist for Change of Business Type**

Investigat	or
D/B/A Na	me and Address
The follow	ing requirements will be completed by the investigator working on your case
	stigator Requirement – <i>Density study and checklist</i> completed (list all package stores <u>or</u> taverns located in the ified area). See <u>section 10-211</u> for all exceptions to this ordinance – <b>Only if needed</b>
been	stigator requirement – Check the server and master file of the current licensee to see if a "conditional license" has issued at this location. Is a conditional license in place at this location? If yes, refer to the P & P d "Conditional Licenses" and follow accordingly.
	stigator Requirement – The zoning of the premises as well as a map of the zoning overlay of the area ediately surrounding the proposed premise
	stigator Requirement – <i>Liquor by the drink and package requirement checklist</i> completed confirming the ness is eligible to receive a liquor license as required in <b>sections 10-102</b> and <b>10-111</b> of the ordinance
	stigator Requirement – Consent verification checklist completed confirming all requirements in sections 10-214 10-215 have been checked
the period	<b>stigator requirement</b> – Did the applicant fail to successfully complete the consent process? If yes, you must send <b>property owner</b> a letter stating "should the premise fail the consent process a second time within a 12 month od, another application for a liquor license at the premise will not be accepted until 12 months have passed" – see <i>consent verification checklist</i> for specifics
Inves	stigator requirement – notification checklist completed and attached listing all entities that received notifications
on a	stigator requirement – If you believe the business may not be able to maintain its status as a restaurant-bar based limited menu, business concept or any other reason, you must complete a density study and submit a completed aurant-bar Risk and Acknowledgement Form if density will not allow a tavern to be located at this address
Inves	stigator requirement – A copy of the final invoice showing all outstanding permit/license fees
In order to	begin processing a liquor application, an applicant must submit the following
if zo	re submitting an application, contact the City Planning and Development Department so that they may determine ning will allow your proposed business to operate at your proposed location – <b>City Planning and Development</b> artment in City Hall, 414 E. 12 <sup>th</sup> St., (816) 513-1500
•	or license application (must be signed and notarized). Form provided by the Regulated Industries Division //kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/Alcohol/)
All of the f	ollowing information listed below must be submitted by the applicant
<u>Have</u> <u>Need</u>	
	Consultant consent form signed by the applicant (only applicable if a consultant is used). Form provided by the Regulated Industries Division (http://kcmo.org/CKCMO/Depts/NeighborhoodsandHousingServices/RegulatedIndustries/Alcohol/)
	Property owners consent (must bring in a <b>notarized letter</b> from the owner and a <b>certified copy</b> of the deed {warranty deed or quit claim deed} proving ownership of property) approving the downgrade to a tavern.
	Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a <b>licensed surveyor</b> OR submit \$100 to Regulated Industries to obtain the coordinates – check or money order made out to the city treasurer
	Consent form oath signed by the applicant <u>and</u> a majority of the consent forms, signed by the eligible consenters, must be returned to the office within 45 days from the date issued. An extension of time may be requested in writing. Consent forms are provided by the Regulated Industries Division.

<u>Have</u>	<u>Need</u>	
	_	A copy of the occupant load certificate stating the occupancy load ( <i>only needed for the following:</i> if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12 <sup>th</sup> St., (816) 513-1500
		A copy of the Zoning Determination <u>stating</u> the use of the premises for the proposed business ( <u>alcohol is permitted/parking is sufficient</u> ) is permitted through zoning (City Hall, City Planning and Development Department, 414 E. 12 <sup>th</sup> St., (816) 513-1500) – <b>contingency item</b>
		All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13 <sup>th</sup> St., (816) 889-2574 – <b>contingency item</b>

A liquor application can be processed without the **contingency items** that are listed below; however, all **contingency items** 

must be submitted before a license will be issued